 Independent Verification & Validation Facility	Preparation of Templates and Supporting Documents	IVV 05-4 Revision: Basic Effective Date: July 13, 2006
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APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	IMS Representative	07/07/2006

REVISION HISTORY			
Rev. No.	Description of Change	Author	Effective Date
Basic	Initial Release	Stephanie Ferguson	07/13/2006

REFERENCE DOCUMENTS	
Document Number	Document Title
IVV QM	IV&V Quality Manual
IVV 05	Document and Data Control

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1.0 Purpose

The purpose of this work instruction (WI) is to establish a consistent method for preparing NASA IV&V Facility Management System (IMS) Templates and Supporting Documents.

2.0 Scope

This WI is applicable to all IMS Templates and Supporting Documents prepared at the NASA IV&V Facility.

3.0 Definitions and Acronyms

Official NASA IV&V Facility roles and terms are defined in the [Quality Manual](#). Specialized definitions identified in this WI are defined below.

3.1 Supporting Document


A Supporting Document is a file that describes the structure, purpose, operation, maintenance, and/or requirements for a NASA IV&V Facility construct, system, or process.

3.2 Template

A Template is a document or file having a preset format that is used as a starting point for constructing various NASA IV&V Facility documents. The purpose of a Template is to promote consistency so that the format does not have to be recreated each time a new document is created.

3.3 Acronyms

DCC	Document Control Custodian
DCR	Document Change Request
IMS	NASA IV&V Facility Management System
PO	Process Owner
QM	Quality Manual
SLP	System Level Procedure
WI	Work Instruction

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4.0 Flow Chart

A flow chart is not applicable to this WI.

5.0 Responsibilities

5.1 Document Control Custodian (DCC)

The DCC shall:

- Prepare Templates and Supporting Documents for upload to the IMS web site

5.2 Process Owner (PO)

The PO or designee shall:


- Prepare the Template and/or Supporting Documents according to the procedures in this WI
- Place an electronic copy of the completed draft Template or Supporting Documents in the S:\NASA Shared\IV&V Management System\Documentation\Working directory for review

6.0 Procedure

The following are the specifications for preparing Templates and Supporting Documents. For information regarding additions, modifications, or cancellations of Templates or Supporting Documents, refer to IVV 05, *Document and Data Control*.

After completion of a Template or Supporting Document, the PO shall place a copy in the S:\NASA Shared\IV&V Management System\Documentation\Working directory for review. Please refer to IVV 05, *Document and Data Control*, for procedures relating to the document review and approval process.

After review and approval, the DCC shall place a copy of the Template or Supporting Document in the S:\NASA Shared\IV&V Management System\Documentation\Stable directory. The DCC will then prepare the Template or Supporting Documents for upload to the IMS web site.

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6.1 Format


6.1.1 Approval Page

Information on the Approval Page, including the header and footer, shall appear as shown in this WI. The left corner of the Approval Page header shall contain the NASA meatball logo and name of the NASA IV&V Facility. Note that the version of the meatball logo in this WI must be used. The center of the Approval Page header shall contain the title of the document. The right corner of the Approval Page header shall contain the document number. The document number shall have the format **T2###** for Templates and **S3###** for Supporting Documents. The recommended font family for the all sections of the Approval Page is Arial. Exclusive of the header, the font size is twelve-point and the font weight for title text is bold (normal weight for non-title text). The font size for the center and right sections of the Approval Page header is fourteen-point and the font weight is bold. The font size for the left section of the Approval Page header is twelve-point and the font weight is bold. The statements **"DOWNLOADED AND/OR HARD COPY UNCONTROLLED"** and **"Verify that this is the correct version before use."** shall be center justified on separate lines and placed below the header on the Approval Page. The Approval page footer shall appear as shown in the WI, with the exception of the page numbering. No page numbering is required for the Approval page on Templates or Supporting Documents.

6.1.1.1 Approval Signatures Table

This table shall identify the Approving Official, the Approving Official's title, and the date of document approval (typically the date the Approving Official signs the Document Change Request [DCR] signifying official approval for document publication).

The Approval Signatures Table shall appear immediately after the **"DOWNLOADED AND/OR HARD COPY**

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UNCONTROLLED” and “Verify that this is the correct version before use.” statements on the Approval Page.

APPROVAL SIGNATURES		DATE
Approval Body (original signature on file)	Approval Body Title	XX/XX/XXXX

6.1.1.2 Revision History Table


The Revision History Table shall identify the revision letter, description of changes, responsible person, and effective date of the document. If the document is being released for the first time, the revision shall be “Basic.” The effective date is typically assigned by the DCC as the date of publication.

The Revision History Table shall appear immediately after the Approval Signatures Table on the Approval Page.

REVISION HISTORY			
Revision	Description of Change	Author	Effective Date
Basic	Summarize changes	Name	XX/XX/XXXX

6.1.1.3 Reference Documents Table

The Reference Documents Table shall identify a list of document numbers and titles as references (current versions will apply unless a specific version is specified). In the context of this WI, Reference Documents are those IMS documents that may contain additional instructions or information regarding the construction of the Template or Supporting Document. This section does not apply to any portion of a Template or Supporting Document other than the Approval Page.

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The Reference Documents Table shall appear immediately after the Revision History Table on the Approval Page.

REFERENCE DOCUMENTS	
Document Number	Document Title
IVV XX-X	Document Title

6.2 Content

The content of the Templates and Supporting Documents will vary. However, all IMS Templates and Supporting Documents shall contain footers that identify the title, number, revision letter, effective date, and page numbers of the document.


6.2.1 Footer

The footer of the IMS Templates and Supporting Documents will contain the document's title, number, and revision in the left corner. The right corner of the footer shall contain the document's effective date. If the document is being released for the first time, the revision shall be "Basic." The effective date is typically assigned by the DCC as the date of publication. Templates' and Supporting Documents' footers shall appear on all pages of the document except for the Approval Page. The recommended font family for the footer is Arial, font size is eight-point, and font weight is bold. Note that the following example contains borders around the footer's table. This is only for demonstrative purposes. There should be no border around the footer's table.

Document Title, T2###, Revision A	Effective Date: 02/17/2006
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7.0 Metrics

Any metrics associated with this WI are established and tracked within the NASA IV&V Facility Metrics Program.

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8.0 Records

There are no records associated with this WI.